



## Payroll

### Frequently Asked Questions

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#### 1. Where do I submit payroll deductions for loan payments and contributions?

Input your payroll at [www.okmrf.org](http://www.okmrf.org) either by upload, input or send a hardcopy along with your Contribution Report Summary (2.10) to the OkMRF offices: 525 Central Park Drive, Suite 320, Oklahoma City, OK 73105.

#### 2. How do I upload a file?

To upload a file for the first time, contact Jeanette Howard or Lindsay Porter at 1-888-394-6673 ext 105 or 106 respectively or send an email to the payroll team at [okmrfpayroll@okmrf.org](mailto:okmrfpayroll@okmrf.org). We will build specs around your submitted payroll file (most commonly excel or IRP). We will train you on the new process making it easier for you to input payroll.

#### 3. What date(s) are important related to payroll processing?

OkMRF will be using pay date to match your W-2 records, so please make sure the pay date is included with the data. The second date that is useful is the payroll ending date.

#### 4. How often do payroll contributions need to be submitted?

You are strongly encouraged to submit payrolls **after each pay period**. In fact, it is best practice to submit payrolls as soon as feasible but **no later than fifteen (15) days** after the contributions are withheld from your employee's paycheck.

#### 5. What does OkMRF have to do to process a payroll?

OkMRF subjects each payroll through a series of validations, edits and calculations that are unique to each member and in accordance with your respective plan specifications. Once the payrolls have passed all edits and balanced to the money received, it will be processed. Therefore, your review and correction of any validation errors before submission speeds up the process to get your employees' accounts updated faster. If you are having trouble with a payroll, please contact [okmrfpayroll@okmrf.org](mailto:okmrfpayroll@okmrf.org). We are here to help.

#### 6. On a DC plan, what can impact/change payroll deductions?

The employee on a DC plan can elect to change their voluntary contribution elections, request a new loan or payoff an existing loan. The Authorized Agent and Authorized User, will be sent an email notification when you have a feedback file affecting future payroll deductions. You will retrieve it from the DC Sponsor Web portal. The report will provide you with applicable changes. The reports are created every week and will be available each Monday. You will only be sent an e-mail if there are updates for your employees. These changes need to be updated on your payroll system so that the new employee deduction is changed accordingly and as soon as administratively possible. If you have any questions regarding your feedback report, contact [okmrfpayroll@okmrf.org](mailto:okmrfpayroll@okmrf.org).

**7. On a DC plan, how do I know how much to withhold from the employee's paycheck on an after-tax basis?**

The feedback report will show the total voluntary employee contribution. It is important to review your plan provisions to determine if any of these contributions are subject to Employer match. Then, ensure that the employee maxes out on their eligible employer match first. Please submit your payrolls accordingly. If you have any questions regarding your feedback report, contact [okmrfpayroll@okmrf.org](mailto:okmrfpayroll@okmrf.org).

**8. Can an employee pay extra on their loan?**

Yes, only by payroll deduction; however, extra loan payments have to be in the same dollar increments as the one stated on the feedback file. For example, if their loan deduction is \$58.99 per pay period, you can submit repayments in increments of \$58.99 (i.e. \$117.98, \$176.97, etc.).

**9. What do we do if we missed stopping a loan deduction for an employee due to the timing of the email notice and our payroll processing?**

Promptly stop withholding the loan repayment as soon as feasibly possible. We will refund any loan overpayments received in the payroll process directly to your employee.